

FINANCE COMMITTEE AGENDA
Tuesday, December 12, 2017
City Hall, Room 207
Immediately Following Personnel Committee
which begins at 4:30 p.m.

MEMBERS: Ald. Moore, Chair; Ald. Steuer, Vice Chair; Ald. DeWane; Ald. Sladek

1. Roll Call.
2. Approval of the Agenda.
3. Approval of the minutes from the October 24, 2017 Finance Committee meeting.
4. Consideration with possible action on liability, auto-physical, employment practice, cyber and workers compensation third party administrator carriers and plans.
5. Discussion with possible action regarding the financial impact to the general levy for property owned by the Green Bay Housing Authority.
6. Request by Ald. Moore for the City Assessor to present assessments policy to include State mandates with possible action.
7. Report of the Purchasing Manager:
 - a. Consideration with possible action on a request for approval to award a 6 year contract for Actuarial Services to Jefferson Solutions, Inc. for \$14,074, plus two 2-year renewal options.
 - b. Consideration with possible action on a request for approval to enter into an agreement for a Legislative Management Solution (LMS) with CivicClerk for a total 10 year cost of \$182,966 which includes startup costs plus annual maintenance and streaming fees.
 - c. Consideration with possible action on a request for approval to purchase Veritas Enterprise Vault License & Support Services from the low responsive, responsible bidder. Bid results will be provided at the Finance meeting on December 12.
 - d. Consideration with possible action on a request for approval to purchase an HP Server, Memory, Hardware & Warranty for the IT Department from OM Office Supply for \$11,587.
 - e. Consideration with possible action on a request for approval to purchase Stabilizing Struts for use in vehicle rescue operations to Paul Conway Fire for \$18,630.
 - f. Request approval to purchase 20 sets of Ballistic Protective Gear for Fire & Rescue Personnel from Blue Line Innovations, LLC for \$29,676.

8. For consideration with possible action, to approve an Assignment of the 2016 - 2018 Animal Services Agreement between the City of Green Bay and the Bay Area Humane Society to the Wisconsin Humane Society due to a change in ownership.

9. Report of the Claims Committee.

Regarding the review of damage claims filed against the city, the committee may convene in closed session pursuant to sec. 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

10. Report by the Finance Director.

2017 Contingency Fund
\$79,568.75

1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT www.greenbaywi.gov

2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

City of Green Bay
2018 Coverage Summary

City of Green Bay
Casualty Insurance Program Comparison - Policy Period: 01/01/2018 to 01/01/2019

Total Liability Premium Summary			
Primary Liability - \$200,000 SIR	\$286,625	\$278,619	\$252,972
Excess Liability	\$13,130	\$39,215	Incl'
Employment Practices Liability	\$31,667	Incl'	Incl'
Cyber Liability - (Optional)	Incl'	\$38,500	\$13,000
Auto Physical Damage	\$116,703	\$159,179	\$236,000
Workers Compensation Claims Handling	\$22,800	\$43,335	\$45,000
Liability Claim Handling Fee	\$50,000	Incl'	Incl'
Bay Beach	Incl'	\$32,534	Incl'
NEOGOV	Incl'	\$15,000	\$15,000
Grant Program		\$10,000	\$10,000
Surplus Investment	N/A	\$0	\$50,000
Loss Control Fee	N/A	Incl'	Incl'
Claim Loss Fund	N/A	\$15,000	N/A
Broker Fee/Commission	N/A	Approximately \$41,000	\$41,000
Estimated Grand Total	\$520,725	\$651,362	\$662,972

PRIMARY LIABILITY

Carrier	Cities and Villages Mutual Insurance Company (CVMIC)	The Travelers Indemnity Company Philadelphia Insurance Company (A++)	Wisconsin Municipal Insurance Company (WMIC)
AM Best's Rating	A VI	A++	A- VI
Mutual Company Assessability	Assessable	Non-Assessable	Non-Assessable
Wisconsin Licensing	Admitted Carrier	Admitted Carrier	Admitted Carrier
Annual Premium - \$200,000 SIR	\$286,625	\$316,302.00	\$265,972
Annual Premium - \$150,000 SIR	(Not reflective of potential Group Dividend)	\$369,410.00	(Not reflective of potential Group Dividend)
Annual Premium - \$100,000 SIR			\$269,876
Auditable?	Flat, Non-Auditable		(Not reflective of potential Group Dividend)
Broker Service Fee	Not Applicable	Not Applicable	Flat, Non-Auditable
Required Surplus Investment			\$45,000
Optional Cyber Liability Coverage			\$500,000 (Interest-earning account. May be amortized over 10 years.)
			\$13,000 Annual Premium

Claims-Handling	Adjuster	CVMIC/City of Green Bay	Travelers	WMIC
Limits of Liability	Policy Limit	\$5,000,000 Each Occurrence, less SIR	\$1,000,000 per occ/\$2,000,000 Agg	\$10,000,000 Any One Occurrence
Bodily Injury & Property Damage and Personal Injury Liability Aggregate	Automobile Liability Limit	Included	Included	\$10,000,000 Any One Occurrence
Public Officials Errors & Omissions, Unfair Employment Practices, Employee Benefits Aggregate	Defense Costs - Retentions/Limit	Inside/Outside	Inside/Outside	\$30,000,000
Bodily Injury and Property Damage	Personal Injury	Included	Included	Inside/Outside
Unfair Employment Practices	Public Officials Errors & Omissions	Included	Included	Included

Self-Insured Retentions - Each Occurrence/Aggregate	\$200,000/\$500,000	\$200,000/\$800,000, \$0 for Bay Beach	\$200,000/\$600,000
		Aggregate applies to Public Entity, EPL, Law Enforcement, Public Entity Mgmt, EPL and Automobile	Option - \$150,000/\$500,000
	Yes		Option - \$100,000/\$400,000

Key Coverage Terms and Conditions			
Uninsured Motor Vehicle Coverage	\$25,000 Per Person/\$50,000 Per Occurrence	\$50,000 Uninsured Motorist/\$50,000 Limits	Included
Right and Duty to Defend	Included	Uninsured Motorists	Included
Bodily Injury Definition	Mental trauma, stress, etc. not included	Mental trauma, stress, etc. included	Mental trauma, stress, etc. included
Claim Payment Format	Indemnification	Pay on behalf of	Pay on behalf of
Terrorism Coverage	Included	Included	Included

Willis Towers Watson

City of Green Bay
2018 Coverage Summary

Key Exclusions		Included	Included	Included
Volunteer Workers Included as Insureds				
Pollution	Excluded, with exception for Hostile Fire		Pollution Broadened	Excluded, with exceptions-see policy form
Lead	Excluded		Excluded	Excluded
Asbestos			Excluded	Excluded
Mold or Fungi			Excluded, with limited exception for bacteria in sewage backup	Excluded
Wage/Salary Claims from Discrimination, Wrongful Termination, etc.				
Bodily Injury to Employee Arising from Employment				
Liability from Workers Compensation, Disability Benefits, or Similar Law				
Electronic Data				
Ownership or Operation of Airport				
Professional Liability from Ownership or Operation of Hospital, Clinic, or Healthcare Facility				
Professional Services of Attorneys, Architects, Engineers, Surveyors, or Accountants				
Liability from Dams				
Illegal or Wrongful Act	Excluded for Dams on water bodies exceeding 50 Acre Feet			
Damage to Owned Property or Property in Care, Custody, and Control	Excluded, with Personal Injury Exceptions			
Aircraft Ownership, Maintenance, or Use	Excluded with 26' Non-Owned Watercraft Exception			
Automobile Liability from Public Transit	Excluded			
Ownership or Operation of Gas and Electric Utilities	Excluded			
Failure to Supply Utilities	Excluded			
Eminent Domain, Condemnation, or Inverse Condemnation Proceedings	Excluded, with Property Damage Exception			
Electric Power Generation or Distribution Facilities	Excluded			
Ownership or Operation of Chair Lifts at Ski Facilities	Excluded			
Nuclear Liability	Excluded			
War	Excluded			
Unlawful Discrimination on Employee Benefit Plans	Excluded			
Refund of Taxes, Fees, or Assessments	Excluded			
Back and Front Pay	Excluded			
Unlawful Remuneration or Financial Gain/Willful Violation of Ordinance	Excluded			
Cost Estimates/Faulty Preparation of Bid Specifications	Excluded, with exceptions			
Contractual Liability	Excluded			
ERISA Liability	Excluded			
COBRA Liability	Excluded			
IRCA Liability	Excluded			
Bodily Injury/Property Damage/Personal Injury from Public Officials Errors and Omissions	Excluded			
Violation of Statute, Ordinance, Regulation, or Penal Code				
Fiduciary, Failure of Investments, or Fulfillment of Guarantees				
Beneficiaries Payments				
Inadequate Bonds or Insurance				
EXCESS LIABILITY				
Carrier	Allied World Specialty Insurance Company		The Travelers Indemnity Company	WMMIC
AM Best's Rating	A XV		A++	A- VI
Wisconsin Licensing	Non-Admitted Carrier		Admitted Carrier	Admitted Carrier
Limits of Liability				
Policy Limit	\$5,000,000 Limit Shared with All Other Mutual Members Excess of Primary \$5,000,000 (Aggregates per Policy Terms)		\$4,000,000 excess \$1,000,000 primary limit	Included in Above Program
Annual Premium	\$13,130		\$37,819	
Defense Costs - Retention/Limit	Outside/Inside		\$5,000,000 excess of \$5 mil (\$33,350)	
Bodily Injury and Property Damage	Included		Outside/Inside	
Errors and Omissions	Included		Included	
Employee Benefits Liability	Included		Included	
Key Coverage Terms and Conditions				
Strategic Response Costs Coverage	\$300,000 Limit Per Member			
Strategic Management Loss	\$75,000 Limit Per Member			
Right and Duty to Defend	Included			
Additional Named Insured Endorsement	Included			

Willis Towers Watson

City of Green Bay
2018 Coverage Summary

Employment Practices Liability		Ironshore Specialty Insurance Company A XIV Non-Admitted Carrier	The Travelers Indemnity Company A++ Admitted Carrier	WMMIC A- VI Admitted Carrier
Carrier	AM Best's Rating			
Wisconsin Licensing	Annual Premium			
Limit (Including Defense Costs)	Retentions (Including Defense Costs)	\$31,667 (2016-2017 Policy Period) \$1,000,000 Aggregate Limit Shared with All Other Mutual Members \$100,000 Deductible (\$250,000 Third Party Deductible)	Incl' Included in Travelers Program \$200,000 Self Insured Retention	Included in Above Program
Key Exclusions				
Bodily Injury and Property Damage Liability	Illegal Profit, Advantage, or Remuneration	Excluded	Excluded	
Deliberately Fraudulent or Criminal Act	Damage to Tangible Property	Excluded, with exceptions	Exception	
ERISA	Wage/Salary Claims from Failure to Pay or Misclassification	Excluded, with exception	Excluded	
Pollution	Contractual Liability	Excluded	Excluded	
		Excluded, with exceptions	Excluded, with exceptions Breach of Contract Exclusion only applies to Written Contracts (not verbal) Exclusion does not apply to employment loss if insured would have been liability for damages even without a contract	
Workers Compensation, Unemployment, or Disability Benefits Liability	Specific Investigation Claim Litigation Event or Act	Excluded	Excluded	

46.



**Brown County
Homeless & Housing
Coalition**

November 14, 2017

Alderman Tom DeWane
Alderman Tom Sladek
Alderman Joe Moore
Alderman Mark Steuer

Dear Members of the City of Green Bay Finance Committee: Ald. DeWane, Ald. Sladek, Ald. Moore, and Ald. Steuer:

As members of the Governing Board for the Brown County Homeless and Housing Coalition on behalf of our membership, we would like to express our support for continuing to provide affordable housing for low-income individuals and families within our community.

The ownership and management of the 50 scattered site single-family homes and duplexes, by the Green Bay Housing Authority, provides an essential service to our community. We believe access to safe and affordable housing is important to the quality of life – and the health – of our community.

The need for affordable housing in our community is greater than ever before. We have an increasing deficiency of affordable housing, especially for people earning less than fifty percent of our area's median income.

Several sources validate and support the need for more affordable housing within our community:

- *The experience of case managers within our community.* Case managers report that individuals and families experience barriers such as unaffordable rent, landlords who will not accept housing choice vouchers or people with poor credit/eviction histories, as well as lack of supply.
- *Brown County United Way 2-1-1 Call Center Data.* The top two reasons for callers contacting 2-1-1 last year were related to affordable housing. The top contact reason was related to housing/shelter. The second highest contact reason was related to utilities


assistance, which is part of the total cost of housing.

- *ALICE Report*. In Brown County 44% of the renters are "housing burdened" in that they are paying more than 30% of their income toward housing. The gap in affordable rental housing in Brown County is 10,376 rental units.
- *National Low Income Housing Coalition, Washington D.C.* Brown County has a deficiency of over 8,000 affordable and available homes for people who earn 50% or less of our area's median income. While this number seems insurmountable, it does include singles and people who are paying more than 30% of their income on housing.
- There are several community-based studies which include references to the need for affordable housing, such as the United Way ALICE Report, The Brown County Life Study, and the Safe and Stable Housing for Brown County Consumers study. We would be happy to provide these upon request.

Safe and affordable housing is absolutely critical to the health of our community. Without affordable housing people become homeless, which in and of itself creates additional costs for our community, costs such as increased police involvement, emergency room use, and social services. Access to safe and affordable housing is also important to the children in our community; a home is a refuge, a place to be with family, a place to eat and sleep, a place to do homework. Without safe and stable housing, children's attendance and attention at school declines, affecting their education and future ability to stop the cycle of poverty in their families. Crime rates also increase as people in poverty are forced to make tough choices to support their families. These are just a few examples on the effects of poverty on the wider community.

In summary, the following governing board members of the Brown County Homeless and Housing Coalition support and advocate for continued ownership and management of the 50 scattered site homes by the Green Bay Housing Authority. The scope of this letter is limited to that of the need for affordable housing within our community and does not include any expressed opinion about the city budget or taxes.

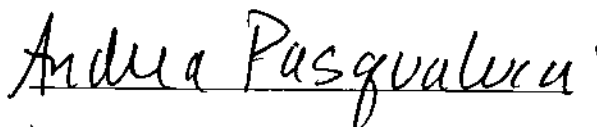
Sincerely, Brown County Homeless and Housing Coalition Governing Board.

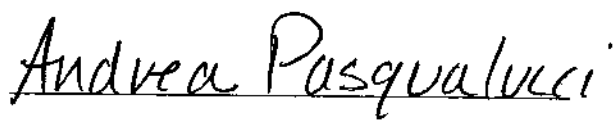












Paul Van Handel

Alexia Wood

Jenna Robbins

Roslyn Davis

Antionette Wright

Paul Van Handel

Alexia Wood

Jenna Robbins

Roslyn DAVIS

Antionette Wright



Department of Police

Chief of Police

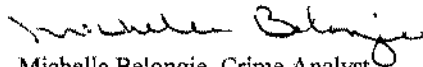
November 21, 2017

To whom it may concern;

Green Bay City Ordinance Chapter 28 outlines the definition and process for public and chronic nuisances. The Green Bay Police Department uses this chapter as a tool for working with the owners of problem properties, and can bill and cite owners of problem properties under this ordinance if owners are not making a "good faith effort" to correct the problems.

Currently no properties owned by the Green Bay Housing Authority of the City of Green Bay have been deemed a public/chronic nuisance.

Sincerely,


Michelle Belongie, Crime Analyst

5c.

Resources Demonstrating a Need for More Affordable Housing in Brown County

Compiled by the Green Bay & Brown County Housing Authorities - November, 2017

Numerous sources of information substantiate the need for more affordable housing options in Brown County. Please refer to each of the below references for more information:

- *The experience of case managers within our community.* Case managers report that individuals and families experience barriers such as unaffordable rent, landlords who will not accept housing choice vouchers or people with poor credit/eviction histories, as well as lack of supply.
 - Brown County Homeless and Housing Coalition
- *Brown County United Way 2-1-1 Call Center Data.* The top two reasons for callers contacting 211 last year were related to affordable housing. The top contact reason was related to utilities assistance, which is part of the total cost of housing. The second highest contact reason was related to housing.
 - 2016 Snapshot: <http://www.browncountyunitedway.org/wp-content/uploads/2016-Annual-Snapshot-Draft-1.pdf>
 - 2016 Collaborative Community Report: <http://www.browncountyunitedway.org/wp-content/uploads/2016-Collaborative-Report.pdf>
- *ALICE Report.* In Brown County 44% of the renters are "housing burdened" in that they are paying more than 30% of their income toward housing. The gap in rental affordable housing in Brown County is 10,376 rental units.
 - Wisconsin ALICE Report: <http://www.browncountyunitedway.org/wp-content/uploads/ALICE-WI-Report-2016.pdf>
- *National Low Income Housing Coalition, Washington D.C.* Brown County has a deficiency of over 8,000 affordable and available homes for people who earn 50% or less of our area's median income. While this number seems insurmountable, it does include singles and people who are paying more than 30% of their income on housing.
 - Out of Reach 2017: Wisconsin (go to "Compare Jurisdictions", select Brown County): <http://nlihc.org/oor/wisconsin>
- *Center on Budget and Policy Priorities.* Federal rental assistance helps struggling Wisconsin seniors, people with disabilities, veterans, and working families keep a roof over their heads and make ends meet. Over 77,000 low-income households in Wisconsin use federal rental assistance to rent modest housing at an affordable cost; at least 62 percent have extremely low incomes.
 - Wisconsin Federal Rental Assistance Fact Sheet: https://www.cbpp.org/sites/default/files/atoms/files/4-13-11_hous-WI.pdf

- *Brown County's Safe and Stable Housing Study.* There is a general lack of affordable housing in the area and a lack of availability of landlords willing to rent to those with high barriers to housing, such as mental illness or those overcoming substance abuse. Over 200 Brown County consumers currently experience unsafe or unstable housing.
 - Executive Summary of Safe & Stable Housing for Brown County Consumers (available in Brown Housing Authority October Meeting Agenda Packet, starting page 75):
https://www.co.brown.wi.us/li_brown/agendas/e41de37c4df0/bchaoct16_2017.pdf
- *Bay Area Community Council's Poverty in Brown County 2015 Progress Report.* The need for additional subsidized housing, particularly for families, is great. Until affordable housing is successfully addressed, poverty will continue to stress our community.
 - Poverty in Brown County 2015 Progress Report:
<http://bayareacommunitycouncil.org/media/75555/poverty%20in%20brown%20county%202015.pdf>
- *Brown County's Point in Time Counts.* Indicate an average of 446 people (adults and children) homeless per month in 2016.
 - 2017 Point in Time Counts: <http://bchhewi.org/wp-content/uploads/2015/01/Monthly-Totals-2017.pdf>
- *Brown County's LIFE Study.* The housing cost burden for families as well as the increasing number of homeless children were identified as two areas of concern for self-sufficiency
 - LIFE Study Executive Summary:
<https://www.ggbcf.org/Portals/0/Uploads/Documents/Our%20Work/LIFE/LIFE-Study-Executive-Summary.pdf>
 - LIFE Study Report:
<https://www.ggbcf.org/Portals/0/Uploads/Documents/Our%20Work/LIFE/2016-LIFE-Study-Full-Report.pdf>

Pros & Cons of a GBHA and BCHA Merger

Pros

- Only one Board and monthly meeting instead of two.
- The Board would have a broader understanding of all PHA activities/ affordable housing in the community (both Public Housing and Housing Choice Voucher).
- Pooling of resources to fund larger affordable housing projects.
- Only one audit would be conducted per year.

Cons

- Significant staff resources invested in a merger which has little gain:
 - Transfer or sale of Public Housing units
 - Reestablishment of contracts and leases
 - Requirement to complete all existing grants
- No additional streamlining due to HUD requirements for separate reporting, accounting, etc.
- No savings of time or money for staffing (Executive Director, Housing Administrator, Accountant, clerical staff already shared).
- A merger should include all PHAs in Brown County (including De Pere and Pulaski PHAs).
- BCHA would need HUD approval to apply for Capital Fund Program and Operating grants, with the risk of not receiving approval.
- Renegotiation of Annual Contributions Contract with HUD.
- Reestablishment of staff under the County Table of Organization or as a separate entity:
 - Human Resources/ Benefits
 - Law
 - Purchasing
 - As a separate entity, potential loss of ability to recover fraud through TRIP
 - Physically moving all offices and files
- The one Board meeting would be longer.
- Loss of five valuable Board members by combining of the two existing Boards.
- Cost of changing all signage, advertising, etc.

Questions to Consider:

Is the Green Bay City Council willing to declare there is no need for affordable housing, as required by State Statutes?

Is the BCHA willing to own and operate Mason Manor and the 50 Scattered Site Housing Units?

5f.



**Green Bay Area
Public School District**

Engagement. Equity. Excellence.

Michelle S. Langenfeld, Ed.D.
Superintendent of Schools and Learning
200 South Broadway | Green Bay, WI 54303
Phone: (920) 448-2100 | www.gbaps.org

November 22, 2017

Alderman Tom DeWane
Alderman Tom Sladek
Alderman Joe Moore
Alderman Mark Steur

Dear Members of the City of Green Bay Finance Committee:

We are writing on behalf of our students and families to ask you to continue to support affordable housing owned and managed by the Green Bay Housing Authority.

Based on our analysis, there are currently 68 Green Bay Area Public School District students living in the 50 scattered single-family homes and duplexes owned and managed by the Green Bay Housing Authority. Stable housing is essential to the well-being of our students and has a direct impact on their learning.

The research is beyond refute. Research studies have found that students who are mobile (defined as anytime a student changes schools), particularly those with multiple moves, can be "associated with a lower school engagement, poorer grades in reading, math and a higher risk of dropping out of high school." Research shows that students typically lose approximately three (3) months of learning in math and reading each time they switch schools. Research shows that the more often a student moves, the lower they score on state standardized math tests. Research shows that the impact of student mobility is not just on the student who is moving, but also on the staff and students who are currently in the classroom. In a study conducted by David Kerbow from the University of Chicago, it was found that "students with high churn were a year behind those in more stable schools by 5th grade."

In addition to the research, our District graduation data show that students who attend all four years at one of our high schools graduates at a rate 94.4% while our overall graduation rate that includes ALL students who move in and/or around the District during their four years of high school graduate at a rate of 83.8%.

In closing, we ask that you continue to support the Green Bay Housing Authority who owns and manages the 50 scattered single-family homes and duplexes. In doing so, you are ensuring stable and affordable housing for our students and families.

Thank you for your consideration.

Respectfully,

Michelle Langenfeld, Ed.D.
Superintendent of Schools and Learning

Brenda Warren
Board President

REFERENCE:

Editorial Projects in Education Research Center. (2016, August 11). Issues A-Z: Student Mobility: How It Affects Learning. *Education Week*. Retrieved Month Day, Year from <http://www.edweek.org/ew/issues/student-mobility/>

59

Documents Governing use of Public Housing Properties

Compiled by the Green Bay Housing Authority with guidance from the Department of Housing and Urban Development (HUD) – November, 2017

Various documents and regulations govern the use of public housing properties owned by a local Public Housing Authority (PHA). Due to the length of these documents, they will be available upon request.

- **Declaration of Trust:** This is a covenant that restricts a PHA properties' use to affordable housing only, due to the Federal funding that enabled the purchase or rehabilitation. The properties are held in trust by the local PHA for HUD and recorded with the Register of Deeds.
- **Annual Contributions Contract:** The ACC is an agreement between the PHA and the United States of America that outlines the terms and conditions for the development, modernization, and operation of public housing projects. This agreement, through its annual amendments, also dictates the number of public housing units a PHA will operate, based on the HUD funding originally provided to acquire, rehabilitate or build such properties.
- **Section 18 of the Housing Act of 1937:** These regulations explain permissible reasons for the demolition and disposition of public housing properties. They explain the application process a PHA must undergo to obtain HUD approval to dispose of or demolish public housing properties for HUD-approved reasons.
- **Cooperation Agreement:** This agreement is entered into by a PHA and a Municipality upon a PHA receiving HUD funding to acquire, rehabilitate or build public housing properties. It indicates the rights and responsibilities of both parties, including the obligation for the municipality to cooperate with the PHA in the provision of affordable housing, in exchange for the Payment in Lieu of Taxes (PILOT) that the PHA pays to the municipality.

Green Bay and Brown County Housing Authority Roles and Responsibilities

BCHA

The mission of the Brown County Housing Authority is to ensure that all residents of Brown County have the opportunity for safe, affordable housing.

- Oversee Housing Choice Voucher Program (3,411 vouchers):
 - Monitor subcontractor
 - Create contracts and RFPs for Project Based Voucher Program
 - Coordinate VASH funding
 - Fraud Recovery efforts
- Coordinate monthly Board meetings.
- Create and track annual budgets.
- Coordinate annual audit (12/31 Year End)
- Ability to acquire property within Brown County.
- Ability to fund housing-related projects.
- Ability to fund housing-related county-wide public service projects.
- Ability to provide housing-related loan products.
- Ability to issue Housing Revenue Bonds.
- Coordinating with other social service providers to address homelessness and housing issues throughout Brown County.
- Five-member board appointed by County Executive and confirmed by County Board of Supervisors to include one resident commissioner and other community members with backgrounds to complement the mission of the BCHA.

GBHA

The Housing Authority of the City of Green Bay will provide for the affordable housing needs of income eligible households through the administration of public housing resources in the City of Green Bay and through partnerships with private and not for profit developers.

- Own and Operate Public Housing Properties:
 - Mason Manor (152 units)
 - Scattered Sites (50 units)
- Property Management of Public Housing Programs:
 - Leasing and tenant relations
 - Property maintenance
- Ability to acquire property within City of Green Bay.
- Coordinate monthly Board meetings.
- Create and track annual budgets.
- Coordinate annual audit (6/30 Year End).
- Ability to fund housing-related projects.
- Ability to fund housing-related city-wide public service projects.
- Ability to provide housing-related loan products.
- Ability to issue Housing Revenue Bonds.
- Coordinating with other social service providers to address homelessness and housing issues in Green Bay.
- Five-member board appointed by Mayor and confirmed by City Council to include one resident commissioner and other community members with backgrounds to complement the mission of the GBHA.



PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY

Date of Council Meeting:

11/14/17

Request of Alderperson

Joe Moore

Refer to:


Finance

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

City Assessor to ^{Present} ~~create~~ our
assessments policy to include
state mandates with possible action.

November 20, 2017

TO: Finance Committee

FROM: Russ Schwandt, City Assessor 

RE: Assessment Policy

According to current State Statute 70.05(5), the assessed value of each major class in a city is to be within 10% of full value at least once in every five year period. Should the values fall below the 90% threshold, the municipality is notified that it needs to bring the values back into compliance within the next 4 years. Green Bay is currently at 98.7% of market value on average.

The last full revaluation was done in 2004 with a commercial update done in 2011. During the interim years, staff has maintained equity by reviewing sales and property listings, and analyzing data from our assessment system. With the limited staff we have currently, we are unable to conduct a full door-to-door revaluation as we had in the past. Revaluations of this kind are very expensive. I reviewed the Department of Revenue's Assessment Manual for recommendations on which type of revaluation we should do and the resources needed should it be necessary. In chapter 3 of the manual there is a discussion regarding staffing levels for a revaluation. Using the department's calculations in Page 3-6, Figure 3-3, Green Bay would need roughly 9.4 field data collectors to conduct the field work for a revaluation. This work would not include the annual maintenance that would still need to be done.

I propose to continue: reviewing sales, remodeling, and new construction; always keeping an eye on our assessment ratio. If the Federal Reserve tightens up the money supply, interest rates will raise and housing demand will fall as fewer people will qualify for mortgages or be willing to pay higher monthly payments. An interest rate hike will also impact our ratio either by pushing it up slightly or by keeping it stagnant. This fact could push the ratio back over 90% again.

Once the ratio falls below 90% I feel would be the time to start the interim market update process. Our assessment records are in good shape, so I don't feel it is necessary to go door-to-door. The first year Green Bay staff would set land values and adjust neighborhoods where needed. Year two would consist of sales reviews and market modeling. Year three would be establishment of values, field review, and notices sent out to property owners.

We must always keep in mind that a revaluation is not a way for the City to generate additional tax revenue; it is only a process that reallocates the tax burden based upon the current real estate market. The only way to increase revenues through the assessment process is through new construction and remodeling or if the Legislature was to eliminate levy limits.

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70.05(5)

(a) In this subsection:

1. "Assessed value" means with respect to each taxation district the total values established under ss. 70.32 and 70.34, but excluding manufacturing property subject to assessment under s. 70.995.

1m. "Class of property" means residential under s. 70.32 (2) (a) 1.; commercial under s. 70.32 (2) (a) 2.; personal property; or the sum of undeveloped under s. 70.32 (2) (a) 5., agricultural forest under s. 70.32 (2) (a) 5m.; productive forest land under s. 70.32 (2) (a) 6. and other under s. 70.32 (2) (a) 7.

2. "Full value" means with respect to each taxation district the total value of property as determined under s. 70.57 (1), but excluding manufacturing property subject to assessment under s. 70.995.

3. "Major class of property" means any class of property that includes more than 10 percent of the full value of the taxation district.

(b) Each taxation district shall assess property at full value at least once in every 5-year period. Before a city, village, or town assessor conducts a revaluation of property under this paragraph, the city, village, or town shall publish a notice on its municipal Web site that a revaluation will occur and the approximate dates of the property revaluation. The notice shall also describe the authority of an assessor, under ss. 943.13 and 943.15, to enter land. If a municipality does not have a Web site, it shall post the required information in at least 3 public places within the city, village, or town.

(c) Annually beginning in 1992, the department of revenue shall determine the ratio of the assessed value to the full value of all taxable general property and of each major class of property of each taxation district and publish its findings in the report required under s. 73.06 (5).

(d) If the department of revenue determines that the assessed value of each major class of property of a taxation district, including 1st class cities, has not been established within 10 percent of the full value of the same major class of property during the same year at least once during the 4-year period consisting of the current year and the 3 preceding years, the department shall notify the clerk of the taxation district of its intention to proceed under par. (f) if the taxation district's assessed value of each major class of property for the first year following the 4-year period is not within 10 percent of the full value of the same major class of property. The department's notice shall be in writing and mailed to the clerk of the taxation district on or before November 1 of the year of the determination.

(f) If, in the first year following the 4-year period under par. (d), the department of revenue determines that the assessed value of each major class of property of a taxation district, including 1st class cities, has not been established within 10 percent of the full value of the same major class of property, the department shall notify the clerk of the taxation district in writing on or before November 1 of the year of determination of the department's intention to proceed under par. (g) if the taxation district's assessed value of each major class of property for the 2nd year following the 4-year period under par. (d) is not within 10 percent of the full value of the same major class of property.

(g) If, in the 2nd year following the 4-year period under par. (d), the department of revenue determines that the assessed value of each major class of property is not within 10 percent of the full value of the same major class of property, the department shall order special supervision under s. 70.75 (3) for that taxation district for the assessments of the 3rd year following the 4-year period under par. (d). That order shall be in writing and shall be mailed to the clerk of the taxation district on or before November 1 of the year of the determination.

66.

Chapter 3

Staffing Recommendations

To help ensure equitable assessments, each municipality should provide the necessary funds to allow for hiring a sufficient number of competent staff to perform the assessments in accordance with the law and accepted appraisal practices. The municipality should allocate funds for the purchase of office supplies and assessment aids.

Budget

In the budget of any unit of government, salaries and benefits are the biggest single outlay of funds in relation to other expenses. This amount will vary depending on the size of the staff and the number of professional, technical, and clerical positions.

There is a correlation between compensation received and the quality of work performed. To attract and keep competent staff, competitive salaries are necessary. Salary levels for the part-time assessor, full-time assessor, or the assessor's staff should not be arbitrarily placed in line with salaries of other local officials. The assessment salaries should reflect the responsibilities, education, certification, and experience requirements of the position, and should be in line with similar positions in private and other governmental agencies.

Large municipalities with full-time staff members generally accept this premise; however, this is not always the case in small municipalities. Smaller taxation districts usually require part-time personnel who maintain other means of support and perform the assessment function for only a few months a year. Even so, these individuals are still required to be certified and have knowledge of appraisal theories and techniques. In such municipalities, the part-time assessor is often responsible for all assessment duties in the district (See Figure 3-1 for a comparison). While there are fewer properties to assess, their assessment may be just as difficult as properties in large metropolitan areas, but the salaries paid in relation to the responsibilities are not always in direct proportion. An assessor is expected to accomplish and maintain certain activities and standards, enumerated in Section 70.05, Wis. Stats., regardless of the size of municipality served. These include specific requirements for assessment ratios that are further discussed in Chapter 10.

The municipality can contribute to the improvement of the overall quality of assessments by allowing assessor input in the budgeting process and by providing for a budget that includes adequate funding for the assessor's salary, assessor training, modern office equipment and supplies, support staff as necessary, periodic revaluations, modernization of appraisal systems, and public relations relative to the assessment function.

The statutory assessor is responsible for completing all assessment activities when operating a single person office. Figure 3-1 provides a table of job activities and identifies the staff member responsible for performing the duties.

Figure 3-1

Assessment Personnel

Job Activities	Position Classification
Typing letters and reports Filing appraisal cards and personal property returns Prepare notices of increased assessment Adding and balancing assessment roll	Clerk Typist
Perform general correspondence for assessor's office Maintain office records on personal and fiscal matters Schedule meetings with taxpayer groups & other governmental agencies	General Secretary
Process all personal property forms and data Check self-reporting forms for accuracy Assist appraiser in valuation duties Assist in making drawings of buildings Measure and list land and improvements Post maps, plats, and charts Calculate building cost data Collect data on construction costs Verify property descriptions	Assessment Technician
Viewing of all classes of real property for assessment purposes Appraise real property Testify before Board of Review on data relative to real property assessments	Real Property Appraiser
Viewing of personal property for assessment purposes Assemble pertinent information on tangible personal property subject to taxation Appraise personal property Testify before Board of Review on data relative to personal property assessments	Personal Property Appraiser
Serve as statutory assessor for assessment district Sign the assessment roll Determine policy and develop budget figures for the assessment office Respond to appropriate levels of government involved in the property assessment process	Statutory Assessor

Assessor Training

With continuing education requirements in effect as one means of attaining recertification, there is added emphasis on assessor training (refer to Chapter 2 for continuing education requirements). The assessment budget should include funding for periodic training of the assessor and assessment personnel. Training needs may vary depending on the size of the assessment jurisdiction and the job responsibilities; however, as a minimum, the assessor should receive training in assessment law and administration, basic appraisal theory, and

applications of appraisal theory. Courses and assessment related conferences are offered throughout the year by the various vocational schools in the state, the UW-Extension, the Wisconsin Association of Assessing Officers (WAAO), the Wisconsin League of Municipalities, the International Association of Assessing Officers (IAAO), the Appraisal Institute, and various private organizations and individuals. (Refer to the Appendix for addresses of the vocational schools, IAAO, and Appraisal Institute.)

Public Relations

It is important that adequate funding be provided to promote public information regarding the assessment process. In addition to providing funding for the statutorily required assessment notices and Board of Review (BOR) determinations, the budget should provide for annual tax bills and informational booklets such as *Guide for Property Owners*, *Property Assessment Appeal Guide*, *Property Tax Guide for Wisconsin Mobile Home Owners* and the *Agricultural Assessment Guide*.

Office Space and Office Supplies

To effectively perform the assessments, it is imperative that the assessor be provided with the necessary records, forms, equipment, supplies, and office space to do the job. While assessors in some smaller municipalities may work from their homes, this may not always be desirable and in many cases is not practical. All of the various assessment records, maps and other supplies require considerable space, which should be provided, or at least made available to the assessor upon request. As a minimum, the assessor should also be provided with modern office equipment, including a telephone and fax machine, computer, typewriter, calculator, access to a photocopy machine, fireproof filing cabinets, and office furniture. (The supplies and equipment needed will vary depending on the number of assessment personnel and the sophistication of the assessment system.)

This presents another element that must be considered by smaller districts: is it essential for each municipality to have its own assessor? In some cases, it may be more practical for several districts to pool their resources to hire a full-time, experienced assessor.

Each municipality must analyze its assessment needs and evaluate the alternatives available. The number one priority of every municipality must be equitable assessments. The means to achieve equitable assessments will be the result of efficient use of labor, supplies, and cost effective assessment procedures. The governing body that understands the assessment needs of its municipality and meets those needs through effective planning will achieve accurate and equitable assessments for many years to come.

Once staffing needs have been determined, an analysis must be made of other resources necessary to perform the assessments in the most efficient and equitable manner possible. Based on prior experience, assessment administration texts, and this section, the assessor would determine mapping, data processing, and capital outlay needs (such as furniture and supplies), and office rents, if applicable, in order to prepare and justify the annual budget request to the governing body.

Staffing Requirements

The number of assessment personnel required will vary from one district to the next. Staffing needs will range from a single part-time assessor in small municipalities to an assessment office consisting of supervisors, appraisers, technical, clerical, and other staff in large municipalities. The number of staff required will also vary depending on whether a manual or automated assessment system is used, since this will affect staff efficiency. Efficiency is dependent on the availability of adequate equipment such as tape measures, maps, soil surveys, historical records, current assessment manuals, calculators and computers.

In determining the number of positions required to staff an assessment office, the Wisconsin Department of Revenue (DOR) has drawn on the experience of its own staff, the records of performance by professional appraisal firms, and the experience of city assessment offices and county assessor systems both in and out of state. To arrive at minimum staffing requirements, the individual characteristics of the property to be assessed (full value and number of properties) and the different steps that make up the total assessment process were considered.

Manual Assessment Systems

The estimates shown in Figure 3-2, lines 1 and 2, are based upon the use of a manual assessment system with one assessor (who has prior appraisal/assessment experience) handling the assessment process including: listing, pricing, applying appropriate depreciations, valuing improvements by the market, cost, and income methods (where appropriate), valuing vacant and improved land parcels by the market approach, and verification of final assessed values. This would be comparable to a revaluation and would assume the gathering of all new data on property record cards.

For example, assume the following number of improved parcels in a township with a part-time assessor:

Residential	=	91 improved parcels
Commercial	=	6 improved parcels
Agriculture	=	141 improved parcels

The following calculations produce the average "person days" required to complete the project:

91 improved residential parcels/5 appraisals per day (ave.)	=	18.2 person days
6 improved commercial parcels/2 appraisals per day (ave.)	=	3.0 person days
141 improved ag parcels/2 appraisals per day (ave.)	=	<u>70.5 person days</u>
Total	=	91.7 person days

The total of 91.7 or 92 person days indicates that it would take an assessor 92 working days to completely reassess the township. Based on this information, an appropriate work schedule could be developed. Built into these figures is time for other routine duties such as taxpayer contact and Open Book and BOR appearances.

After an adequate set of property record cards have been created, the assessor on a year-to-year basis, should be able to field verify the land and improvement information on the record cards, cost out the improvements, estimate depreciation, make any necessary adjustments, and arrive at a final dollar value at a faster pace (See Figure 3-2, line 2).

Another area to be considered is the assessment of personal property. The assessment of personal property would include discovery, viewing, assembling pertinent valuation information, listing, and valuation. Figure 3-2, line 3 lists the average number of personal property parcels that can be completed in one day.

Figure 3-2

Improved Parcels Per Day, Manual System				
Position	Activity	Residential	Commercial	Agricultural
Assessor	Measure, list, and value	5	2	2
Assessor	Field verification of land and improvement information on Property record cards (after adequate set of record cards have been created)	10	5	5
Appraiser	Assessment of personal property	-	10	10
Data Collector	List and Measure	15	8	7

To reduce the cost of the assessment process, many larger districts employ data collectors. These individuals measure and list properties and cost them out to the point of developing replacement costs new. Depreciation, market adjustments, and other valuation data are determined by the assessor who is responsible for the final assessment of each property. The use of data collectors allows the appraisal staff to devote more time to performing field studies, market analyses, assessment/sales ratio studies, and also reduces the number of staff appraisers needed. Figure 3-2, line 4 shows the number of parcels that data collectors can daily list and measure.

The number of support staff (in the form of clerk-typists or receptionists) required in an assessment office will vary with the duties assigned. In general, however, one support position is required for every five full-time professional positions.

Automated Assessment Systems

Private enterprise has been employing computer-assisted systems and based on that experience, coupled with the experience of various governmental agencies, the following staffing guidelines, and job descriptions are suggested.

Even with an automated assessment system, certain routine management duties remain; therefore, a chief assessor, deputy assessor, and supervising appraisers may be needed, depending upon the size of the municipality. The bulk of the workload will be completed by field data collectors. They will be able to list and measure the number of improved parcels listed in Figure 3-3, line 1.

Figure 3-3

Improved Parcels Per Day, Automated System				
Position	Activity	Town	Village	City
Data Collectors	List and Measure	8	15	15
Appraiser	Field verification of computer generated value estimates	85 to 100 properties per day		

For example, assume a city has 48,000 parcels. The following calculations are required to determine the number of data collectors needed on a full-time (but temporary) basis.

48,000 parcels/15 listings per day = 3,200 person days

3,200 person days/234 average # of working days per year per employee = 13.68 or 14 data collectors

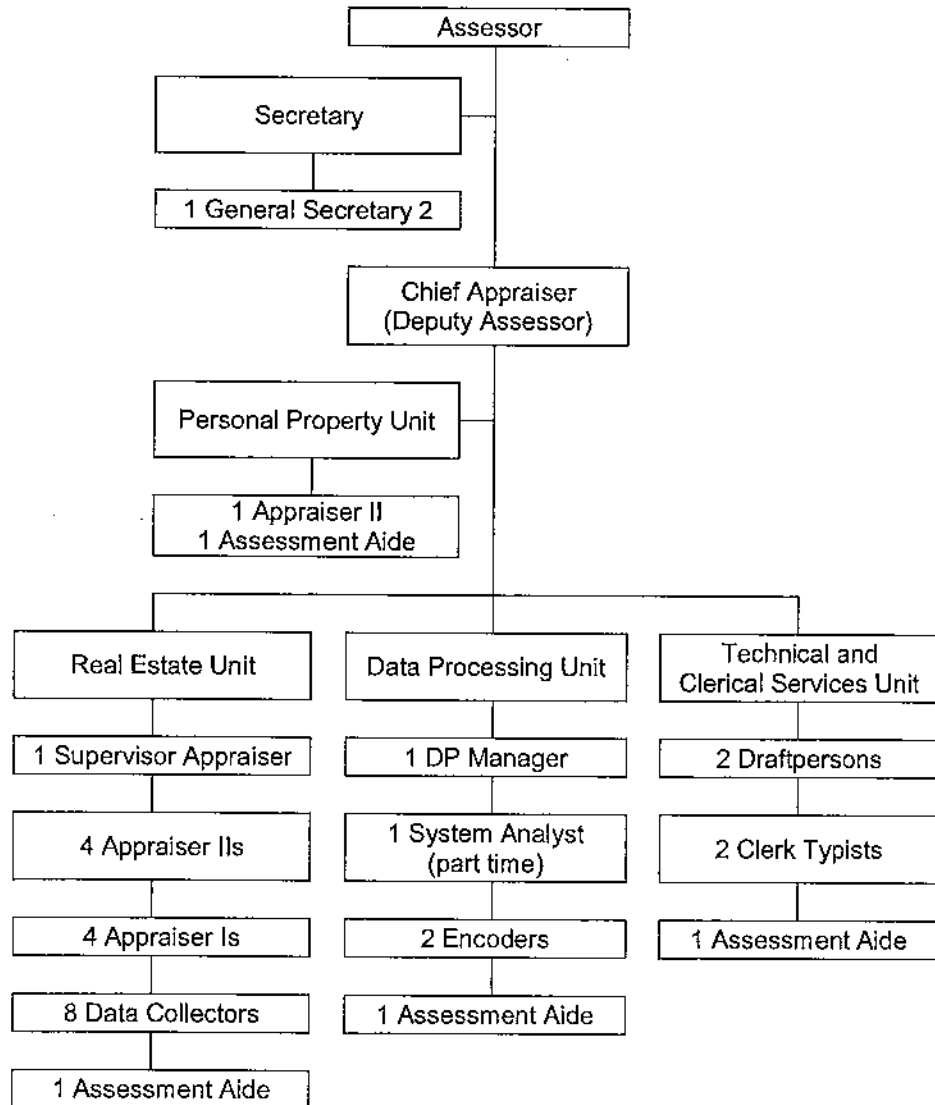
To accomplish this workload, the data collectors may be a mixture of permanent and temporary help, and must be certified at the Assessment Technician level by the Wisconsin DOR.

Once the data is listed, it is processed, and value estimates are produced. Once these estimates are received by the appraisal staff, they must be field verified. During this review, market adjustments, cost and design factors, and depreciation estimates may be changed if the values produced do not seem appropriate. (See Figure 3-3, line 2 for the number of properties that an appraiser can review per day.) The appraiser would assume other duties such as market analysis, ratio studies, taxpayer contact, and Open Book and BOR appearances when not reviewing values.

After the property record card has been completed, it will be handled in one of two ways, either by in-house computer facilities or by a private service contractor. Large municipalities will generally have data processing facilities in-house and will maintain their own data entry operators, systems analyst, and data processing manager. If a municipality does not have its own computer or finds it impractical to acquire one, it may contract with an outside service bureau or combine with other municipalities to establish a regional facility. By using a service bureau, a municipality is basically renting time and space on the computer and pays only for time used. If problems arise that require a systems analyst, additional charges may result. Staff size will vary depending on whether the municipality has its own computer or purchases computer time from another agency.

As previously discussed, the size and organization of an assessment office will vary among municipalities, based on the size of the municipality, type of parcels to be appraised, and whether or not data processing is used. Figure 3-4 is a typical organizational chart for a large municipality employing automation in the appraisal process. The numbers of assessment positions shown on the chart are based on a city with approximately 105,000 parcels. While the number of positions required would vary from municipality to municipality, the basic organization would remain the same, and can therefore, be used as a guide.

Figure 3-4



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Position Descriptions

The following example position descriptions are meant to help define different types of work performed, knowledge, experience, and level of certification for various activities in one person or multi-staff offices. Since each municipality's property makeup, resources, and needs differ, the actual job description should be tailored to those specific needs.

Position: Statutory Assessor (One Person Office)

Nature of Work

This is technical and professional work in the appraisal of real and personal property for taxation purposes. The work involves complete responsibility for the discovery, listing, and valuation of all real and personal property.

Statutory assessor's duties include, but are not limited to, the following:

1. perform all field activities;
2. plan all work programs;
3. make all cost studies of current construction costs as evidenced by new construction;
4. interview appropriate individuals to discover the current value of taxable personal property;
5. determine the tax exempt status of property;
6. conduct sales analyses and dispersion studies;
7. view properties and analyze structural and locational value-determining factors;
8. make adjustments on assessments as indicated by market factors;
9. value all taxable residential, commercial properties;
10. prepare and deliver the forms required by the DOR;
11. sign the assessment roll;
12. send Notices of Changed Assessment;
13. provide instructional materials;
14. attend the Open Book;
15. attend the BOR;
 - a. present evidence to support value estimates;
16. take corrective action when necessary.

Desirable Knowledge, Abilities, and Skills

This position requires knowledge of the principles, methods, and techniques of real and personal property valuation; thorough knowledge of laws, court decisions, rules and regulations governing personal and real property assessments for taxation purposes; working knowledge of construction costs, index numbers, and conversion factors applicable to both real and personal property; ability to deal courteously and tactfully with the property owners and to enforce tax laws with firmness; ability to analyze data, maintain permanent records, prepare comprehensive reports and to testify and support assessments before the BOR; and ability to communicate clearly and concisely, orally and in writing. Experience in or general knowledge of computer science and statistics is desirable.

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Desirable Experience and Training

This position requires extensive experience in the appraisal of personal and real property, including residential, and commercial property for taxation purposes, and the ability to analyze sales data and establish unit values. Successful completion of courses in real estate, property appraisal or other related fields offered by technical schools or organizations, such as the Wisconsin Association of Assessing Officers, International Association of Assessing Officers, the Appraisal Institute, American Society of Farm Managers and Rural Appraisers, are examples of desirable training. Graduation from college or technical school with a degree in real estate, economics, public administration or a related field is desired but not required.

DOR Required Certification

Assessor 1 or Assessor 2 level of certification is required, depending on the complexity of the assessment work.

Position: Statutory Assessor (Multi-Staff Office)

Nature of Work

This is administrative and professional work in supervising the appraisal of real and personal property for tax purposes and in the direction of related activities of the Assessor's Office. The work involves complete responsibility for assessing all real and personal property and the preparation of the assessment roll. Much of the detailed responsibility of this work is delegated to assistants and the Assessor is primarily concerned with the establishment and review of techniques used in performing the assessments and the review and analysis of taxpayer complaints of inequities.

The statutory assessor's duties in a multi-staff office also includes, but are not limited to the following:

1. plans, organizes, directs, and reviews the work of real and personal property appraisers and other employees engaged in making and recording assessments, and preparing assessment rolls;
2. views property and analyzes structural and locational value-determining factors and establishes property values for assessing purposes;
3. confers with and advises employees regarding work methods and procedures and personally handles unusual and complex cases;
4. signs the assessment roll;
5. interviews the public, receives and adjusts complaints involving assessments and other matters arising in the work;
6. makes recommendations regarding adjustments to the assessments in all tax cases that result in litigation;
7. perform other duties as required.

Desirable Knowledge, Abilities, and Skills

This position requires knowledge of the principles, methods, and techniques of real and personal property valuation; thorough knowledge of laws, court decisions, rules and regulations governing personal and real property assessments for taxation purposes; knowledge of office methods, procedures and equipment; ability to analyze factors which tend to influence the value of property and to exercise sound and objective judgment in the determination of equitable property values; and ability to establish and maintain effective public relationships.

Desirable Experience and Training

This position requires extensive experience in the appraisal of personal and real property, including residential, agricultural, and commercial property for taxation purposes, including experience in an administrative capacity. Successful completion of courses in real estate, property appraisal or other related fields offered by technical schools or organizations such as the Wisconsin Association of Assessing Officers, International Association of Assessing Officers or the Appraisal Institute are examples of desirable training. Graduation from an accredited college or university with completion of courses in real estate, public finance, economics, property assessing or public administration is desirable but is not required.

DOR Required Certification

Assessor 2 level of certification is required. Assessor 3 level of certification is recommended.

Position: Chief Appraiser

(Deputy Assessor, Supervising Assessor, Assistant Assessor)

Nature of Work

This is technical and supervisory work, performed primarily in the office, in regard to the appraisal of real estate and tangible personal property. The duties of the Chief Appraiser include, but are not limited to, the following:

1. plans and directs work of the valuation staff and evaluates performance; recommends the hiring of new valuation personnel;
2. is responsible for assigning, orienting, training, and supervising such personnel;
3. evaluates individual performance;
4. directs the staff in making cost studies of current construction costs;
5. supervises the preparation of sales analyses and dispersion studies;
6. recommends, develops, interprets, and implements the assessor's policies, operating practices, standards and procedures, and evaluates results;
7. provides technical assistance and advice on complex or unusual property valuation problems;

8. represents the assessor at meetings, speaking engagements, and in contacts with the public, taxpayer associations and real estate or business groups;
9. directs preparation of assessment appeal cases and production statistics.

Areas of Responsibility

This position would have broad supervisory responsibilities over the technical, clerical, and data processing service units while maintaining direct supervision over the real estate and personal property units. This person would assist in developing policies, planning long term programs, making difficult administrative decisions, perform related work as required, and would assume the duties of the assessor in the event of the assessor's inability to act through absence, incapacity, resignation, or otherwise.

Desirable Knowledge, Abilities, and Skills

This position requires knowledge of the principles and practices pertaining to the valuation of property, Wisconsin property tax laws, court decisions, rules and regulations; working knowledge of construction costs, index numbers, and conversion factors applicable to both real and personal property; ability to plan, assign, and direct the activities of a professional staff engaged in assessment activities; ability to communicate verbal and written ideas clearly and logically and to speak effectively before groups; ability to meet and deal tactfully with property owners, the public, and public officials; thorough knowledge of principles and techniques in training and supervising personnel.

Desirable Experience and Training

The individual should have experience in estimating building and construction costs, the physical characteristics of improvements, and the methods and techniques used in valuing real and personal property. The individual should also have the ability to analyze sales data and establish unit values for the assessment of residential and commercial land. Successful completion of courses in real estate, property appraisal or other related fields offered by technical schools or organizations, such as the Wisconsin Association of Assessing Officers, International Association of Assessing Officers or the Appraisal Institute, are examples of desirable training. Graduation from college with a degree in real estate, economics, public administration, or a related field is desired but not required.

DOR Required Certification

Assessor 2 level of certification is required. Assessor 3 is recommended.

Position: Appraiser II

Nature of Work

This would be the highest professional level in the appraisal series. Under general direction, this individual makes market value appraisals of difficult and complex multi-residential, commercial, recreational, and institutional real property, utilizing the market, cost, and income approaches to arrive at a total value including land, improvements, and

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personal property. This position also performs statistical and special studies and prepares written reports on appraisal problems; collects and analyzes data on building costs, interest, capitalization, rental rates, and operating costs. The Appraiser II may perform all the duties of an Appraiser I or assist in the performance of the duties of the Statutory Assessor or Chief Appraiser.

Areas of Responsibility

This position would be responsible for appraisal of complex properties such as major hotels and office buildings, department stores, shopping centers, banks, and insurance companies; assisting in training and supervising Appraiser I and Assessment Aides; preparing assessment appeals cases and testifying as to market value before the BOR or Circuit Court; meeting with representatives of governmental agencies on matters of zoning, building ordinances, sanitation, easements, engineering requirements, geological conditions, and other conditions which affect the market value of property; providing technical advice to an appraisal crew in analyzing interest rates, incomes, and operating expenses; determining rates and allowances for economic and functional depreciation of property, considering age, type, conditions, and trends within the city; assembling, correlating, and analyzing data on cost, income, and sales; representing the assessor at meetings, speaking engagements and in contacts with the public, taxpayer associations, and investment groups.

Essential Knowledge and Abilities

This position requires the ability to make market value appraisals that meet acceptable standards, including land, improvements, and personal property, of complex residential income producing properties, and less complex stores and office buildings; ability to effectively supervise and train Assessment Aides and Appraiser I's; considerable knowledge of property appraisal and assessment principles, practices, and techniques, and Wisconsin property tax laws and rules; knowledge of statistical principles and techniques and ability to analyze statistical data; thorough knowledge of types, methods, and materials used in all types of building construction; knowledge of principles of supervision and training; ability to maintain effective public relations; and the ability to keep accurate records and make reports.

Desirable Experience and Training

This position requires experience in estimating building and construction costs, the methods and techniques used in valuing real property, and the ability to analyze sales data and establish unit values for the assessment of residential and commercial land. Successful completion of courses in real estate, property appraisal, or other related fields offered by technical schools or organizations, such as the Wisconsin Association of Assessing Officers, International Association of Assessing Officers or the Appraisal Institute, are examples of desirable training.

DOR Certification

Assessor 1 level of certification is required. Assessor 2 is recommended.

Position: Appraiser I

Nature of Work

This is the professional entry-level position in the appraisal series. Under close supervision this person is trained to either make market value appraisals of residential properties and less complex commercial real properties utilizing the market, cost, and income approaches; or verify the accuracy of reported data on property statements and to inspect and appraise personal property including stock, machinery, equipment, supplies, furniture, fixtures, and leasehold improvements. The individual may perform technical work in the office or assist the Appraiser II in valuing more complex properties. Related work is performed as required.

Areas of Responsibility

This individual is trained to appraise residential and less complex commercial real properties; assist in field reviewing and verifying estimated sales prices; measure, plot, diagram, and describe buildings; compute square foot area and note quality characteristics for property records; interpret legal descriptions, blueprints, and topographical maps; assist in appraising typical properties to develop unit value factors for revaluing a neighborhood; collect sales, building costs and lease, rent, business income, and expense data; explain appraisal and assessment practices to the public; assist in examining accounting records, financial statements, and related documents of commercial business firms and apartment houses to verify the accuracy of reported data; assist in processing property statements by viewing and comparison to prior year statements to determine if all property is reported; assist in preparing assessment appeal cases and testifying as to market value before the BOR.

Essential Knowledge and Abilities

This position requires knowledge of basic principles of business, economics, general concepts of property appraisal, and current trends of assessments. It also requires ability to assemble and analyze data, prepare written reports, maintain records, and make mathematical computations, analyze financial and accounting data, read and interpret deeds, maps, plats, and blueprints; working knowledge of Wisconsin tax law; and ability to develop and maintain effective public relations, speak and write effectively, and establish and maintain cooperative relations with fellow employees.

Desirable Experience and Training

This position requires some experience in estimating building and construction costs, the physical characteristics of the improvements, and the methods and techniques used in valuing real and personal property. Schooling in appraisal-related fields is recommended.

DOR Required Certification

Property Appraiser level of certification is required. An Assessor level 1 of certification is recommended.

Position: Assessment Aide

Nature of Work

This position performs technical property assessment work in the office and provides support services to the professional and technical staff of the assessor's office. Under supervision, this individual is trained to follow established procedures to accomplish routine technical work related to the appraisal and assessment functions. This individual may be trained to assist in obtaining information concerning property in the field. Related clerical work is performed as required.

Areas of Responsibility

This individual assists in making drawings of buildings being appraised from blueprints when necessary; assists in performing sales analysis and dispersion studies; assists in drawing plot plans of land parcels on property record cards; records sales information on property record cards; calculates cost appraisals and ratios from appraiser's notes and reports; proofreads and checks mathematical computations on completed appraisal cards; posts appraiser's estimates of value on appropriate summaries and reports; posts forms for data processing input and maintains control forms and letters; verifies location, size, and parcel numbers of properties from less difficult legal descriptions; writes less difficult legal descriptions, assists public in locating property from legal descriptions; assists in processing simple property statements and calculating full cash values using life tables; assists in computing square foot area, noting property characteristics and calculating replacement cost new of single family dwellings; assists in discovering new and out-of-business personal property accounts.

Desirable Knowledge, Abilities, and Skills

Knowledge of office procedures, general knowledge of principles, practices, and instruments used in drafting, layout design and map interpretation; general knowledge of property descriptions, deeds, and survey data; ability to make mathematical calculations; interest in working with detailed data involving forms and numbers; ability to write and speak with clarity; and ability to deal courteously and tactfully with property owners.

Desirable Training and Experience

Such training as may have been gained through graduation from high school is recommended for this position. Training or experience in real estate would also be helpful.

DOR Required Certification

The Assessment Technician level is required.

Position: General Secretary

Nature of Work

This position acts primarily as private and confidential secretary to the assessor. In addition, it provides support as needed for other units.

Duties

1. Perform all general correspondence for the Assessor's Office, maintaining and keeping a follow-up file of all correspondence and reports requiring an answer;
2. take minutes covering meetings with the Assessor and transcribe them as needed;
3. be able to take dictation of a difficult and technical nature and transcribe letters, directions, reports on legislative matters, speeches, and articles on taxation and assessment practices with speed and accuracy;
4. keep records of all appointments and conferences;
5. help develop and type all charts, tables and reports for the Assessor;
6. type and make copies for the Assessor's Office;
7. maintain all office records on personnel and fiscal matters:
 - a. personnel records - sick leave, vacation, compensatory time and leave without pay; responsible for filling out time cards
 - b. telephone records - keep records of all long distance calls
 - c. process monthly expense reports
 - d. do all purchasing for Assessor's Office with Assessor's authorization and within budget allowances
 - e. keep a general expenditure ledger, balance it with the auditor, and maintain a control for budget purposes
 - f. assist the Assessor in the development of an annual budget
8. process daily work reports - receive work reports from staff required to file them; and compile daily, weekly, and monthly reports for the Assessor of work completed;
9. pick up mail, open, sort, stamp date received, and route to appropriate personnel;
10. perform other duties as assigned.

Desirable Training and Experience

This position requires such training as may have been gained through graduation from high school and/or vocational school and office experience. Resourcefulness, tact, patience, courtesy, and ability to carry out instructions with a minimum of supervision are also desirable.

DOR Certification

No certification by the Wisconsin DOR is required for this position.
Position: Clerk-Typist

Nature of Work

This position performs clerical work requiring advanced clerical skills. Work is typically varied and is performed under general supervision.

The work involves typing of letters, reports, and general typing involved in the routine operation of the Assessor's Office. Filing duties include filing property appraisal cards, personal property returns, and general correspondence. General clerical duties include maintaining a name and address file with cross-reference to real estate parcels and personal property accounts; preparing notices of changed assessment; making valuation changes in the assessment roll from the data cards; adding and balancing assessment rolls; and other related work as required.

Desirable Knowledge, Abilities, and Skills

This position requires knowledge of modern office methods and procedures; knowledge of business English and spelling; ability to perform varied and difficult clerical tasks; ability to make arithmetic computations and to keep a variety of records; ability to meet the public and to get along well with others; ability to understand and carry out oral or written instructions; and accuracy, neatness, and dependability.

Desirable Training and Experience

This position requires such training as may have been gained through graduation from high school and one year of office experience or an equivalent combination of training and experience.

DOR Certification

No certification by the Wisconsin DOR is required for this position.

Summary

While every taxing district may not require all of the positions previously described, the personnel that are needed should meet the qualifications as described for the position they will fill. This is important because the same work must be performed whether the municipality is a small one or a large one, and the same basic knowledge and skills are required.

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate or assessment uniformity is poor or full revaluation has not been done in 10 years or assessment uniformity is poor or reassessment is required by statute, 90.15	Most PRC information can be verified by exterior inspection and full revaluation completed within past 6-9 years	PRC is deemed reliable and full revaluation completed within past 5 years and assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable and revaluation was completed within past 5 years and assessment level during previous assessment year is within acceptable parameters
Real Property affected	All property	All property	Changes identified in column D PLUS Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site Inspection	On-site Inspection	As necessary	As necessary
Inspect Exterior	All Buildings	All Buildings If no changes, may employ a set of digital imaging technology tools to supplement field re-inspections with a computer-assisted office review.	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes *Interior inspection required Please see Chapter 7-35	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment

5



CITY OF GREEN BAY - PURCHASING DIVISION

TO: Finance Committee
 FR: Rick Jensen, Purchasing Manager
 DT: December 12, 2017
 RE: Purchasing Report
 Cc: Diana Ellenbecker, Pam Manley, Mike Hronek, David Litton

Report of the Purchasing Manager:

1. Request approval to award a 6 year contract for Actuarial Services to Jefferson Solutions, Inc. for \$14,074, plus two 2-year renewal options.
2. Request approval to enter into an agreement for a Legislative Management Solution (LMS) with CivicClerk for a total 10 year cost of \$182,966 which includes startup costs plus annual maintenance and streaming fees.
3. Request approval to purchase Veritas Enterprise Vault License & Support Services from the low responsive, responsible bidder. Bid results will be provided at the Finance meeting on Dec. 12.
4. Request approval to purchase an HP Server, Memory, Hardware & Warranty for the IT Department from OM Office Supply for \$11,587.
5. Request approval to purchase Stabilizing Struts for use in vehicle rescue operations to Paul Conway Fire for \$18,630.
6. Request approval to purchase 20 sets of Ballistic Protective Gear for Fire & Rescue Personnel from Blue Line Innovations, LLC for \$29,676.

Finance Committee - Report of the Purchasing Manager				
DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	
Actuarial Services Six (6) Year Contract Jan 2017-Dec 2022 +Two 2 year renewals.	701182-53001 Contractual Services in the Health/Dental Fund	Jefferson Solutions, Inc.	6	\$14,074
Legislative Management Solution (LMS) Initial purchase plus 10 years maintenance	823 21113 83073 (Stadium Tax Excess) 421106 55140 IT Maintenance	CivicClerk	1	\$182,966
Veritas Enterprise Vault License & Support (E-mail management user licenses)	101106-53001 General Operating Contract Maintenance	TBD	TBD	~\$29,000
HP Server, Memory, Hardware & Warranty for the IT Department	IT Capital Replacement 421106-55140	OM Office Supply	4	\$11,587
Stabilizing Struts for Vehicle Rescue - GBMFD	424400-55140-41158 Fire Equip. Repl.	Paul Conway Fire	Single Source	\$18,630
Ballistic Protective Gear (20 Sets) - GBMFD	424400 55150 41159 Fire Dept. New Equip.	Blue Line Innovations, LLC	Single Source	\$29,676

CITY OF GREEN BAY PROPOSAL SUMMARY
RFP #2980 - Actuarial Services
2017-2022 plus two 2-Year Renewals

Dept: Finance	VENDOR #1	VENDOR #2	VENDOR #3	VENDOR #4	VENDOR #5
Planholders: 10 Vendors CC #946	JEFFERSON SOLUTIONS INC	KEY BENEFIT CONCEPTS LLC	FOSTER & FOSTER ACTUARIES & CONSULTANTS	ACTUARIAL & HEALTH CARE SOLUTIONS LLC	THE HOWARD E NYHART COMPANY INC
Issued: 10/26/17 Due: 11/14/17	Clifton Park, NY	Wales	Oakbrook Terrace, IL	Mequon	Indianapolis, IN
DESCRIPTION	PRICE	PRICE	PRICE	PRICE	PRICE
Lump Sum for Fiscal Years 2017-2018	\$ 4,599	\$ 4,650	\$ 6,000	\$ 7,900	\$ 8,400
Lump Sum for Fiscal Years 2019-2020	\$ 4,691	\$ 4,950	\$ 7,800	\$ 8,100	\$ 8,400
Lump Sum for Fiscal Years 2021-2022	\$ 4,784	\$ 4,950	\$ 8,000	\$ 8,500	\$ 8,400
TOTAL	\$ 14,074	\$ 14,550	\$ 21,800	\$ 24,500	\$ 25,200

AWARD RECOMMENDATION: Award to the lowest responsive, responsible vendor Jefferson Solutions, Inc. for \$14,074 for Actuarial Services. The Initial term shall be 2017-2022 with the option of two (2) additional bi-annual reports upon mutual agreement by both parties.

7a

CITY OF GREEN BAY COST SUMMARY SHEET
Legislative Management System-LMS

DEPT: IT Planholders: Vendors	REQ # CC#208	VENDOR CivicClerk	
DESCRIPTION			
All services related to developing & designing a fully-functional Legislative Management System (LMS) including platform and video implementation and training start up costs of:		\$14,950.00	
Annual costs for an on-going support and video streaming:			
		Annual Maintenance	
		Annual Streaming	
		\$ 7,188 /YEAR 1	\$ 8,688 /YEAR 1
		\$ 7,188 /YEAR 2	\$ 8,688 /YEAR 2
		\$ 7,188 /YEAR 3	\$ 8,688 /YEAR 3
		\$ 7,332 /YEAR 4	\$ 8,862 /YEAR 4
		\$ 7,478 /YEAR 5	\$ 9,039 /YEAR 5
		\$ 7,628 /YEAR 6	\$ 9,220 /YEAR 6
		\$ 7,781 /YEAR 7	\$ 9,404 /YEAR 7
		\$ 7,936 /YEAR 8	\$ 9,592 /YEAR 8
		\$ 8,095 /YEAR 9	\$ 9,784 /YEAR 9
		\$ 8,257 /YEAR 10	\$ 9,980 /YEAR 10
TOTAL COST OF OWNERSHIP (TCO) 10 YEARS (including start up costs, annual maintenance and streaming costs for all 10 years):		\$182,966.00	

76.

CITY OF GREEN BAY QUOTATION SUMMARY

RFQ #2983

HP Server, Memory, Hardware & Warranty

DEPT: IT		REQ #270	VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4	
Planholders: 16		CC#206-204-208	OM OFFICE SUPPLY		CAMERA CORNER		AKA COMP SOLUTIONS		VANGUARD COMPUTERS	
ISSUED: 11/13/17		DUE: 11/20/17	Mechanicsburg, PA		Green Bay		Chicago		Brookfield	
QTY		DESCRIPTION	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
1	EA	Hewlett Packard Enterprise HPE ProLiant DL380 Gen10 Performance Server - Rack Mountable - 1U - 2-Way - 2 x Xeon Gold 5118 / 2.3 GHz - RAM 32 GB - SAS - hot-swap 2.5" - No HDD - GigE, 10 GigE, 25 Gigabit LAN - Monitor: None	\$ 5,318.00	\$ 5,318.00	\$ 6,295.00	\$ 6,295.00	\$ 6,404.36	\$ 6,404.36	\$ 6,942.84	\$ 6,942.84
14	EA	Hewlett Packard Enterprise HPE SmartMemory DDR4 - 16GB - DIMM 288-pin - 2666 Mhz / PC4-21300 - CL19 - 1.2 V - registered - ECC	\$ 337.50	\$ 4,725.00	\$ 325.00	\$ 4,550.00	\$ 650.63	\$ 5,205.04		\$ 4,852.61
							Quoted 8		Unit will come with 2x16 GB & 7x32 GB DIMMS	
2	EA	HPE Enterprise Hard Drive - 300 GB - Hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier	\$ 282.00	\$ 564.00	\$ 155.00	\$ 330.00	\$ 153.30	\$ 306.60	\$ 164.98	\$ 329.96
1	EA	HPE Foundation Care 3yr 24x7 4hr	\$ 980.00	\$ 980.00	\$ 1,050.00	\$ 1,050.00	\$ 970.30	\$ 970.30	\$ 1,020.00	\$ 1,020.00
TOTAL:				\$ 11,587.00		\$12,225.00		\$12,886.30		\$13,145.41
LEAD TIME:			15-20 Days		2 Weeks		10-15 Days		10-15 Days	
PAYMENT TERMS: NET 30			Net 30		Net 30		Net 30		Net 30	
EARLY PAYMENT DISCOUNT:			No		Yes		No		No	
ACCEPTS P-CARD PAYMENTS:			No		Yes		No		No	

Recommendation: Award to the lowest responsive, responsible vendor OM Office Supply for \$11,587.

7d.



Sold To

Number	KFDRO1069
Date	Aug 21, 2017
By	Kinnocler

Ship to

GREEN BAY METRO FIRE DEPT.
Robert Wiegert
601 S. Washington Street
Green Bay, Wisconsin 54301
United States

Qty	Description	Part #	Unit Price	Ext Price
6	Twist Lock Stabilizer 100	22-797610	\$1,300.00	\$7,800.00
6	Twist Lock Stabilizer 200	22-797620	\$1,600.00	\$9,600.00
12	Tie down keys w/ J Hooks	22-796161	\$40.00	\$480.00
6	Chain 10mm x 6 ft W/ Hooks	22-796165EJ	\$225.00	\$1,350.00
			SubTotal	\$18,830.00
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$18,830.00

PERSONS SUBJECT TO CHANGE: PRICES BASED UPON TOTAL PURCHASES - ALL NEW, USED, AND ON-HAND INVENTORY TO BE ADJUSTED AND RATES FOR EACH ACTIVITY
WARRANTED. CREDITALLY SATISFACTORY COMPONENTS PROPOSED ABOVE AND GUARANTEED BY ALLIANCE CONTRACTING COMPANY, CONTINGENT UPON AND SUBJECT FOR
HYDRAPORE ONLY AND ON A SPECIFIC CASE-BY-CASE BASIS. ALL OTHERS ARE NOT GUARANTEED. EXPENSES OR REPAIRS, INCLUDING BUT NOT LIMITED TO ANY AND ALL REPAIRS
NOT LISTED HEREIN ARE NOT COVERED HEREIN. WE SHALL NOT BE RESPONSIBLE FOR ANY LOSS OF PROFITS, DAMAGES, GOODWILL, DATA, INTERRUPTION OF BUSINESS, OR FOR
LOSS OF OR CORRUPTION OF ANY INFORMATION OR OTHER TYPES OF DATA. DAMAGES CAUSED BY LOSS OF SUCH INFORMATION, MINIMUM LOSS SHOWN IN PREVIOUS PAGE(S) ONLY.

08/21/17 21:14:28

Page 1 of 1

7e.



Blue Line Innovations, LLC,
1128 Royal Palm Beach Blvd.
Suite 500
Royal Palm Beach, FL 33411
(561) 444-6860
www.goblueline.com

Quotation


Estimate 20255
Date 8/28/2017
FOB Delivered
Rep
E-mail Lea@goblueline.com

Name/Address

Green Bay Metro Fire Dept.
Asst. Chief Christopher Ehmann
501 S. Washington Street
Green Bay, WI 54301

Ship to

Green Bay Metro Fire Dept.
Asst. Chief Christopher Ehmann
501 S. Washington Street
Green Bay, WI 54301

Item	Description	Qty	Unit Price	Item Total
CAI-F1-BLK	CAI - F1 Universal Fire Carrier (Carrier Only), Black, One size (Color TBD)	45	225.00	10,125.00
CAI-aa3100-PC	CAI - aa3100 Level IIIA NIJ 0101.08 Certified Ballistic Armor Inserts (front & back) for F1 Fire Carrier, One size	45	550.00	24,750.00
ID-FIRERES-4x11-9K/YR	ID Panel "FIRE-RESCUE" 4'x11' - Black with Yellow Reflective Lettering (Copy/Color TBD)	92	0.00	0.00
CAI-H1-ACH-BK-LG	CAI - H1 ACH, Ballistic Helmet, Level IIIA NIJ 0106.01, Standard Cut, Black, Large (Color TBD)	45	327.60	14,742.00
CAI-HA-RATCHET-BK	CAI - Ratchet dial liner suspension harness system and assembly, Black	45	89.50	4,027.50
CAI-AR1000R-10x12-SQ	CAI - AR1000 Rhino extra temp seal coated Rifle Armor, Level III+ Stand Alone, NIJ 0101.08 Certified, DEA Compliant, size 10x12 SQ	92	140.90	13,062.80
<p>\$1483 per SET INCLUDES: 1 VEST 1 HELMET X 20 SETS = \$29,676</p> 				
Total Estimate				\$90,264.80

REQ #200

7 F.

ANIMAL SERVICES AGREEMENT BETWEEN

THE CITY OF GREEN BAY
AND
BAY AREA HUMANE SOCIETY

THIS AGREEMENT for animal services is entered into by the City of Green Bay, a Wisconsin municipal corporation, hereinafter referred to as "City", and Bay Area Humane Society, a Wisconsin service corporation, hereinafter referred to as "BAHS".

WHEREAS, the City, from time to time, takes custody of abandoned, stray, unwanted, unlicensed, at-large, mistreated, or aggressive animals and is desirous of a proper place to keep such animals where they will receive humane care; and

WHEREAS, BAHS is an organization devoted, among other things, to the care of animals and has facilities to provide for proper care in a humane way for such animals;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

1. Purpose: BAHS agrees to accept for shelter under the terms and conditions provided herein any animals taken into custody under Wis. Stat. § 173.13.

2. Powers: Pursuant to Wis. Stat. § 173.15(1), the City is hereby contracting with BAHS to provide for the care, treatment or disposal of animals taken into custody by a humane officer or law enforcement officer. It is the intent of the City to contract with BAHS to: 1) take custody of all animals delivered to it by a City representative, 2) take custody of all stray or abandoned animals brought from a location within the City of Green Bay by any other person, 2) medically treat, behaviorally evaluate, place, or humanely dispose of such animals, and 3) manage and enforce animal regulations and rabies control programs to the fullest extent allowed by law.

3. Compensation: The City shall pay BAHS a total of Fifty Five Thousand Dollars (\$55,000.00) per year to provide the services listed herein, payable in equal monthly installments of Four Thousand Five Hundred Eighty-Three Dollars and Thirty-Three Cents (\$4,583.33). Payment shall be made through invoices submitted by BAHS as provided in Section 16 of this agreement.

4. Scope of Services: BAHS shall provide health and temperament evaluation, administration of preventative vaccinations and treatments, and up to seven (7) days of boarding each animal taken under BAHS's custody under this contract. BAHS shall also provide quarantine services listed in section 6 of this contract. The City shall be responsible for any medical care provided by BAHS at the City's specific request to the animals so admitted, as provided in this agreement. In the event BAHS should decide to keep a stray animal longer than the (7) seven-day hold period, it shall be at the expense of BAHS.

5. Disposition of Animals: BAHS shall release or dispose of animals under Wis. Stat. § 173.23 or as provided in a court order. If BAHS releases an animal to an adoption agency, BAHS shall be responsible for transporting the animal to that adoption agency. If an animal is released to its owner, the owner shall pay BAHS an admittance fee, plus per day boarding fees prior to the release of said animal. Furthermore, BAHS shall issue a license and collect the appropriate license fee for each unlicensed dog or cat it releases back to the animal's owner, if the owner is a resident of the City of Green Bay.

BAHS may charge reasonable fees for these services, which fees will be established by BAHS at its discretion. If an animal is released to a person other than its owner, BAHS may charge a different fee than it would charge to the owner of the animal. Furthermore, BAHS shall issue a license and collect the appropriate license fee for each unlicensed dog or cat it releases to any other person, if the person is a resident of the City of Green Bay. License fees shall be established by the City.

6. Quarantine Service/Police Hold: The City may from time to time request BAHS to quarantine or hold a particular animal or animals pursuant to § 95.21 Wis. Stats. If the purpose of the quarantine is for an animal bite case, the animal's owner shall be responsible for fees related to the quarantine with such fees, established by BAHS at its discretion. In no event shall the City have the right to require BAHS to waive the standard fees it charges to owners to reclaim their pets. Quarantined animals shall be held in a locked cage, accessible only to BAHS staff; provided however, that BAHS shall have the right to board quarantined animals in an alternate location within its facility if staff safety issues warrant such an alternate boarding arrangement, but such alternate location shall nevertheless have a double lock.

7. Euthanasia/Disposal Services: Animals that are critically injured or suffer from untreatable conditions shall be humanely euthanized as deemed necessary by BAHS veterinary medical staff. Any euthanasia performed by BAHS shall be done so with the approval of a licensed veterinarian in accordance with Wisconsin State Laws. Notes on any necessary euthanasia's performed will be provided to the City's Animal Control on a daily basis.

Vicious dangerous or feral animals as provided in 173.23(4)(a,b, or c) § Wis. Stats., that present a danger to caretakers may be euthanized before the expiration of the (7) seven day stray hold requirement due to safety issues. Euthanized animals and animals that are deceased upon arrival shall be properly disposed of by BAHS.

8. Medical Treatment: BAHS shall provide adequate care and treatment of all animals delivered under the contract. The City authorizes BAHS to incur up to \$250 per animal in emergency medical treatment if a doctor of veterinary medicine deems such treatment necessary. BAHS is responsible for all other emergency medical treatment costs in excess of \$250, unless such care is approved by the City through the City's Animal Control Officer. Injured or ill animals not on quarantine or evidence hold may be transported to other locations for treatment according to BAHS policy and at BAHS's expense. Such reasonable costs for emergency medical treatment shall be invoiced by BAHS as provided in Section 16 of this agreement and shall be paid in addition to the Compensation described in Section 3 of this agreement.

9. Access to Records: BAHS shall maintain adequate records consistent with Wis. Stat. § 173.17 for any animals taken into custody under this agreement. Upon request, BAHS shall grant to the Green Bay Police Department electronic, read-only access to such records or shall provide copies of such records, which shall include the following information for each animal taken into custody under this contract: 1) a physical description of the animal, 2) the date that custody was taken of the animal, 3) the date that the animal was delivered into the possession of another person and the identity of the person to whom delivered, 4) the reason for taking custody of the animal, and 5) the ultimate disposition of the animal, including the name and address of any person into whose custody the animal was ultimately released.

10. Licensure: BAHS shall obtain and maintain all necessary federal, state and/or local licenses to operate under the terms of this agreement. Failure to obtain or maintain any required licensing shall be an event of default hereunder, and the City reserves the right to terminate this agreement immediately in the event of such default.

11. Criminal Investigations: Matters involving criminal investigations by the Green Bay Police Department are confidential. BAHS will be notified in writing in the event a particular case involves a criminal investigation. BAHS staff shall not public statements or releasing information to the public regarding these specific cases without prior approval of the City's Animal Control Officer. BAHS shall not speak on behalf of the City and shall direct all media requests to the City.

12. Quarterly Meetings: BAHS shall meet with the City's Animal Control staff at least once per quarter to review performance, operations, reports, and other issues relating to this agreement. Complaints, questions, and/or any controversial situations shall be addressed within 24 hours. An open communication working relationship shall be expected of both parties.

13. Facility Inspection: Any animal impounded by the City's Animal Control Officer may be viewed by the City's Animal Control Officer and/or other designated representative of the City, during its 7-day hold period to ascertain the animal's health and care, while in the company of a BAHS representative or staff member.

14. Liability: Each party is solely responsible for the negligent acts or omissions of its agents, officers, employees, volunteers, and invitees.

15. Insurance: During the terms of the contract BAHS shall procure and maintain insurance coverage as provided in this section 15. It is hereby agreed and understood that the insurance required of BAHS by the City is primary coverage and that any insurance or self-insurance maintained by the City, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing work and may not be reduced or modified during the term of this agreement except upon the prior written approval of the City.

1. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (a) \$1,000,000 general aggregate
- (b) \$1,000,000 products - completed operations aggregate
- (c) \$1,000,000 personal injury and advertising injury
- (d) \$1,000,000 each occurrence limit

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- (a) Premises and Operations Liability
- (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Green Bay, its officers, council members, agents, employees, authorized volunteers and the named insured
- (c) Personal Injury
- (d) Explosion, collapse and underground coverage
- (e) Products/Completed Operations
- (f) Independent Contractors
- (g) Injuries caused by animal(s) in the care, custody and control of the vendor or of anyone acting under its direction or control on its behalf

2. BUSINESS AUTOMOBILE COVERAGE

A. Minimum Limits - \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident

B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY

A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:

- \$100,000 Each Accident
- \$500,000 Disease Policy Limit
- \$100,000 Disease - Each Employee

4. ADDITIONAL PROVISIONS

A. Additional Insured -- On the General Liability Coverage, City of Green Bay, and its officers, council members, agents, employees, and authorized volunteers shall be "Additional Insureds."

B. Endorsement - The Additional Insured and Workers Compensation Subrogation Waiver policy endorsements must accompany the Certificate of Insurance.

C. Indemnification BAHS hereby agrees to indemnify, defend and hold harmless the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of BAHS or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers. BAHS shall reimburse the City, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. In the event that BAHS employs other persons, firms, corporations, or entities (sub-contractor) as part of the work covered by this contract, it shall be BAHS's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City, its elected and appointed officials, officers, employees, agents, representatives, and volunteers, which is identical to this Indemnity Agreement. These indemnity provisions shall survive the expiration or termination of this contract.

D. Waiver of Workers Compensation Subrogation - The workers' compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of the policy that arises from the work performed by the name insured for or on behalf of the City of Green Bay.

E. Certificates of Insurance - A copy of the Certificate of Insurance must be on file with Risk Management for the City at all times during the term of this agreement.

F. Notice - City of Green Bay requires 30-day written notice of cancellation, except 10-days for non-payment.

G. Acceptability of Insurers - No insurance required hereunder shall be carried with an insurer not authorized to do business in Wisconsin. The City reserves the right to disapprove any insurance company. A minimum AM best rating of A-VII is required.

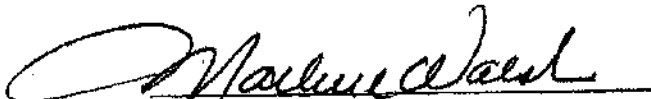
16. Payment: BAHS shall invoice the City on a monthly basis, and the City shall pay all invoices received within 30 days. Invoices for reasonable costs incurred for emergency medical

treatment as described in Section 8 of this agreement shall include sufficient documentation and description of the medical treatment and/or services provided.


17. Term: This agreement shall commence on July 1, 2016, and terminate on June 30, 2018. Either party may terminate this agreement for any reason upon ninety (90) days' written notice to the other party.

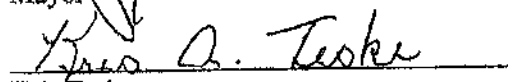
Dated at Green Bay, Wisconsin, this 7 day of July, 2016.

BAY AREA HUMANE SOCIETY


Marlene Walsh
Executive Director

CITY OF GREEN BAY


James J. Schmitt
Mayor


Kris Teske
City Clerk